Internship Program
Phoenix

Advancing new leadership to strengthen communities, nonprofits and civic participation.
Quick Guide

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Helpful Links

Public Allies Arizona Site
Public Allies National Site
Partner Organization Application
Leadership Journal
Partner Organization Resource Folders
Why Public Allies Arizona?

Public Allies is a national movement committed to **advancing social justice and equity by engaging and activating the skills and confidence of our emerging leaders**. We help our Public Allies serve their communities and get on successful pathways to higher education and careers.

We are seeking to build lasting relationships with community partners that support diverse, talented, emerging leaders in our community by hosting these AmeriCorps members in 10-month, paid internship programs. Our partners play a crucial role by providing invaluable personal and professional development.

The Benefits of a Public Allies Partnership

RECRUITMENT, SELECTION, AND PLACEMENT

**Recruitment**
The Public Allies staff devote many months to recruiting diverse, community-minded candidates from local organizations, neighborhoods, colleges, and universities throughout the area.

**Selection**
Applicants are interviewed individually to gauge their level of commitment to a year of service. Committed candidates attend a secondary group interview prior to meeting you. During the group interview, staff observe the candidates’ abilities to work in a group atmosphere.

**Placement**
Once candidates have cleared the third level of screening, you have the opportunity to meet with all finalists at the in-person Matching Fair. Partner agencies will interview their top candidates and then share their preferences with PAAZ. The candidates rank their preferred projects and placements as well. Public Allies staff then make matches to ensure that each agency is matched with the best candidate for their organization, and the Ally is placed into service they believe will be beneficial to their personal and professional development.
HUMAN RESOURCES MANAGEMENT
Public Allies Arizona is an AmeriCorps program housed within the ASU Lodestar Center for Philanthropy and Nonprofit Innovation. All Public Allies are paid a stipend through ASU's payroll system. Your organization will be invoiced for your portion of the cost-share, and that’s it! We provide the following:

• State and federal FBI fingerprint background checks and National Sex Offender check
• All payroll aspects. Direct deposit, federal filings, tax withholdings, W-2s, etc.
• Living stipend during the Ally’s 10-month term
• Healthcare (medical, vision and dental), if elected
• Member Assistance Program
• Childcare cost reimbursement, if elected
• Educational Award (following their successful completion of the program)
• FICA
• Workman’s Compensation
• Student Loan Deferment

PROGRAM SUPPORT & FEDERAL GRANT MANAGEMENT
Position Creation
Prior to matching with an Ally, your team will meet with a Public Allies program representative to identify your organization’s capacity needs. A position description and its desired outcomes will be determined. This allows for everyone in the partnership to be on the same page about expectations of the Ally’s scope of work.

Program Manager
You will be assigned a designated Public Allies staff Program Manager who acts as an intermediary as needed. They will meet with your agency’s designated Ally supervisor three times throughout the year and the individual Public Ally every-other week. We are always just a phone call away to support the management of the Ally.

Federal Grant Management and Compliance
We handle all federal grant management and compliance monitoring with AmeriCorps. As you may know, managing any federal grant is quite labor intensive. We handle the national grant application, weekly reporting monitoring, grant close out and all federal compliance audits as necessary.
The Benefits of a Public Allies Partnership

TRAINING AND LEARNING
Two Fridays a month, your Ally will attend a Community Space Day for nonprofit leadership development and sector-specific training; exposing them to hard and soft skills necessary to be a strong community leader. They also attend three retreats throughout the year. Their work is focused on values-based leadership action. Training is facilitated by our staff and local community leaders.

Allies also devote time, in the evenings and on weekends, to working in a team to plan and implement a project that constructively engages others in discussions related to diversity and oppression, even where there may be conflicting points of view. This is called their Team Service Project (TSP).

COMMUNITY WITH OTHER PARTNERING ORGANIZATIONS
Partnering organizations join our Public Allies community as well! We host three community-building and feedback sessions for our partners throughout the term. Additionally, partners are invited to join an hour of each virtual Community Space Day to discuss social justice and equity.

CAPACITY BUILDING
Ally’s service objectives focus on building the capacity of your organization. They cannot displace a full-time employee, nor are they allowed to engage in lobbying, general fundraising/marketing, or influence legislation. Allies cannot devote more than 10% of their time to program-specific fundraising. All Public Ally activities fall into at least one of these four areas of organizational capacity:

- **Program Development, Delivery & Evaluation:** Create new programming, deliver program services more effectively, and demonstrate improved program effectiveness.
- **Outreach:** Increase beneficiaries served, reach additional populations of beneficiaries, expand services.
- **Technology Use:** Train staff to update and maintain knowledge management systems, and institutionalize technology.
- **Volunteer Management:** Establish, manage or enhance a volunteer program or effort to assist with service delivery.

To read a complete list of corresponding Ally activities and measurable outputs, please follow this link: [http://bit.ly/2A2D2BD](http://bit.ly/2A2D2BD)
# Partner Financial Obligations

<table>
<thead>
<tr>
<th>1st-Year Ally</th>
<th>Organizations with an operating budget under $1 million</th>
<th>$22,120</th>
<th>$1,000</th>
<th>$23,120</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-Year Ally</td>
<td>Organizations with an operating budget over $1 million</td>
<td>$24,620</td>
<td>$1,000</td>
<td>$25,620</td>
</tr>
<tr>
<td>2nd-Year Ally</td>
<td>Organizations with an operating budget under $1 million</td>
<td>$24,350</td>
<td>$1,000</td>
<td>$25,350</td>
</tr>
<tr>
<td>2nd-Year Ally</td>
<td>Organizations with an operating budget over $1 million</td>
<td>$25,850</td>
<td>$1,000</td>
<td>$26,850</td>
</tr>
</tbody>
</table>

- Stipend Cost
- FICA and related employment fees
- Discounts

The total partner cost includes the Ally’s stipend, FICA and other employment costs, and recruitment/payroll fee. A detailed breakdown is located in the Partner Organization Google Folders.

Further discounts will be provided if you recruit your own Ally.

Fifty percent of the Partnering Organization’s fee plus 100% of the recruitment and payroll fee is due on or before 9/30/23 in separate payments. The Lodestar Center/Public Allies Arizona will set up a payment portal for each of the payments if you prefer to pay with a credit card online as opposed to issuing a check. The choice is yours insofar as the payment is made in a timely manner.

The remaining 50% of the Partnering Organization’s fee is due on or before 1/31/24.
The full program cost per Public Ally is on average $45,473. The following costs associated with an Ally’s term of service are covered by the ASU Lodestar Center. The ASU Lodestar Center is invested in keeping the cost for our partnering organizations at affordable rates while also providing premium programming and equitable benefits to the Allies.

### ASU Lodestar Center Cost Per Ally

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>State and federal FBI fingerprint background checks and National Sex Offender check</td>
<td>$ 60</td>
</tr>
<tr>
<td>Discounts for Organizations with Operating Costs Under $1 Million (average)</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>Healthcare and Member Assistance Program</td>
<td>$ 4,333</td>
</tr>
<tr>
<td>Education Award</td>
<td>$ 6,895</td>
</tr>
<tr>
<td>Ally Training and Coaching including courses from the Nonprofit Management Institute</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>Federal Grant Management</td>
<td>$ 2,800</td>
</tr>
<tr>
<td>Payroll and Human Resource Cost</td>
<td>$ 650</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 20,238</strong></td>
</tr>
</tbody>
</table>
To be considered as a Partner Organization, your organization must meet the following criteria:

• Complete an application and participate in the interview, selection and matching processes.

• Support the mission of Public Allies Arizona by making a commitment to developing, mentoring, and encouraging the growth of a young person in the nonprofit sector.

• Be one of the following: 501(c)3; school; government agency; or 501(c)4 or 501(c)6 that does not engage in lobbying activities as defined under the Lobbying Disclosure Act of 1995.

• Have the ability to pay the partner's cost share. (See previous page.)

• Provide adequate office space (a desk and computer) and a position description with a clear, measurable service impact; position descriptions will be developed with a Public Allies staff member following the application submission.

• Designate one supervisor with whom an Ally would work with day-to-day and who would work closely with the Public Allies staff and attend scheduled meetings.

• Provide at least 1,300 hours of capacity building opportunities over the 10-month period, ~32 hours/week.

• Support an Ally in meeting graduation requirements and the goals outlined in the position description while providing quality mentor-mentee relationship with Ally.

• Participate in mandatory programmatic elements to include: 1) Time Logs, 2) Member Service Reflections, 3) Ally Impact meetings (minimum of two), 4) 360 Degree Assessment, and 5) End of Year Surveys & Assessments.

• Attend all Program Timeline events leading up to and during the program year as required.

Please note:
A review of position descriptions will be required with all Partner Organizations in order to best create capacity-building positions.

An application to the program does not guarantee that a match will be made or that an Ally will be placed at your organization. We strive to meet both the needs and the interests of the Ally and the Partner Organization when making the match to ensure the best fit possible for a successful internship.
Public Allies/AmeriCorps members may not engage in the following activities directly—or indirectly by recruiting, training, or managing others—for the primary purpose of engaging in one of the activities listed below. While on the clock, Allies cannot be trained in activities that they are prohibited to engage in as national service members. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps/Public Allies time, and using non-Corporation funds; Individuals should not wear the AmeriCorps logo while doing so.

1. Attempting to influence legislation, including but not limited to lobbying for your program or state or local ballot initiatives or organizing a letter-writing campaign to Congress.
2. Organizing or participating in protests, petitions, boycotts, or strikes.
3. Assisting, promoting, or deterring union organizing.
4. Conducting or assisting with a voter registration drive.
5. Impairing existing contracts for services or collective bargaining agreements.
6. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
7. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
8. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious or worship, constructing, maintaining, or operating facilities devoted to religious instruction or worship, or engaging in any form of religious proselytization.
9. Providing abortion services or making referrals for such services.
10. Providing a direct benefit to:
    a. A business organized for profit, or a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the IRS code of 1986
    b. A labor union
    c. A partisan political organization
    d. An organization engaged in the religious activities described above
11. Certain types of fundraising (see guidelines on next page).
EXAMPLES OF INDIRECT PROHIBITED ACTIVITIES
• An Ally develops community partnerships to garner volunteers for a nonprofit’s annual silent auction that benefits general operations.
  • An Ally does research for someone who is lobbying to change a law.
  • The Ally recruits volunteers who will advocate for a policy change.
  • An Ally’s volunteer committee decides to launch a greening campaign to help bolster for-profit businesses.
  • The Ally writes curriculum materials for the primary use of training others in how to run a voter registration drive.

MARKETING ACTIVITIES IN ALLY POSITIONS
• AmeriCorps members may seek to build a nonprofit’s capacity through marketing, public relations, and social media promotion efforts so long as those efforts are in support of specific programs and services offered by the nonprofit organization.
  • Engaging in marketing and promotions for the purpose of promoting the organization-wide brand or general operations is not allowable.

Examples of allowable activities:
• Promoting a particular program for a nonprofit.
• Handing out flyers for an allowable event that the AmeriCorps worker is planning.
• Translating and programming the Spanish language version of a nonprofit’s website in order to reach a new population.
• Programming and maintaining the section of a nonprofit’s website that is dedicated to the particular program an Ally is working on.

Examples of non-allowable activities:
• Developing a social media page for the purpose of promoting an organization’s brand.
• Designing a new logo for a nonprofit that will be used to promote the organization in general.
• Creating or maintaining the general website of a nonprofit.

FUNDRAISING GUIDELINES
• A Member cannot assist Public Allies or the Partner Organization with major fundraising efforts such as proposal writing, financial campaigns, endowment drives, solicitation of gifts and bequest, or similar activities designed for the sole purpose of raising general operating capital.
  • However, a Member is permitted to raise resources for a project that the Member is working on that provides immediate and direct support to a specific and direct service activity.
  • Under no circumstances can a Member assist with the preparation or submission of any grants to the Corporation for National and Community Service or any other federal agency.
  • A Member cannot raise funds to support the cost of the Member’s position.
  • Furthermore, the Member may not spend more than 10% of the Member’s total hours on approved fundraising activities.
  • Any fundraising activities must be discussed with and pre-approved by the staff the Local Site has determined to do so.
Steps to Host an Ally

1. Submit the application by July 30, 2023.

2. Work with a PAAZ staff member to create a position description for your Ally by August 14, 2023.

3. Attend the Partner Organization Orientation in September. Exact date TBD.


5. Pay the Partner Organization Cost Share
2023-2024 Program Calendar

October 2-4 Core Training Part 1
October 5 First Day at Placement
October 9-11 Core Training Part 2
October 15 DUE: Time Logs
October 28 Day of Service
October 31 DUE: Time Logs and MSRs

November 10 CSD: virtual
November 15 DUE: Time Logs
November 17 CSD: in person
November 30 DUE: Time Logs and MSRs

December 15 CSD: virtual & DUE: Time Logs
December 31 DUE: Time Logs and MSRs

January 12 CSD: in person
January 15 Day of Service & DUE: Time Logs
January 26 CSD: virtual
January 31 DUE: Time Logs and MSRs

February 9 CSD: in-person
February 15 DUE: Time Logs
February 23 CSD: virtual
February 29 DUE: Time Logs and MSRs

March 8 Mid-Year Retreat
March 9 Cactus Cup
March 15 DUE: Time Logs
March 22 CSD: virtual
March 30 Day of Service
March 31 DUE: Time Logs and MSRs

April 12 CSD: in-person
April 15 DUE: Time Logs
April 26 CSD: virtual
April 30 DUE: Time Logs and MSRs

TBD Day of Service: Global Youth Service Day

May 10 CSD: virtual
May 15 DUE: Time Logs
May 24 CSD: in-person
May 31 DUE: Time Logs and MSRs

June 7 CSD: virtual
June 15 DUE: Time Logs
June 21 CSD & Presentations of Impact
June 22 EOY Retreat
June 30 DUE: Time Logs and MSRs

July 12 CSD: in-person
July 15 DUE: Time Logs
          DUE: Member Exit Form
          DUE: EOY Ally Survey
July 19 Phoenix Graduation
July 26 Tucson Graduation
July 31 Official Program End Date
          DUE: Time Logs & MSRs

CSD = Community Space Day; Allies’
      attendance required

MSR = Monthly Service Report; Allies
      complete and supervisors review and approve